

**INSTRUCTIONS FOR PART V - PROGRAM NARRATIVE**

**ALL APPLICANTS :** You must prepare a narrative to address the six evaluation criteria contained in Section 2301.17 of the PTFP Rules. They are listed below.

**Your response to the first five (5) evaluation criteria (A-E) is limited to five (5) pages.**

If more extensive discussion of any point in the narrative is necessary, you should make the main point in the narrative and clearly refer the reader to additional supporting information in an optional Exhibit.

**CONSTRUCTION APPLICANTS: We suggest the narrative use the following format**

1. **Executive Summary.** We suggest that the narrative for all applicants for Construction and Planning projects begin with an introduction which serves as an Executive Summary of the project. In a few sentences, summarize the project and include the project's location, area to be served, and the Priority (or other categories) described in §2301.4 of the PTFP Final Rules within which you wish the application to be considered.
2. The narrative should contain a clearly labeled and thorough response to each evaluation criterion. We suggest that the criteria be addressed in the following order (see §2301.17 for a complete discussion of each criterion):
  - A. Applicant Qualifications:** Identify your organization and demonstrate its ability to complete the requested project; to operate and maintain the facility; and to provide services of professional quality.
  - B. Project Objectives:** Clearly state the objectives of the project; indicate how the project fulfills the programmatic objective of the Priority selected; demonstrate that your organization has the ability to successfully complete the project within the proposed project period; and, if relevant, justify a Federal share that is greater than the presumed Federal share for your type of project as presented in the PTFP Notice announcing the grant cycle.
  - C. Urgency:** You must fully justify funding the proposed project during this current grant cycle.
  - D. Technical Qualifications:** Discuss why the eligible equipment is necessary to complete the project objectives and why the proposed costs reflect the most efficient use of Federal funds. (A complete technical discussion and related documentation should be placed in Exhibit C.)
  - E. Financial Qualifications:** You should demonstrate your organization's ability to raise non-Federal funds for (1) the local match for this application, (2) other project costs which are ineligible for Federal funds but required to complete the project, and (3) to ensure financial support for long term operation of the facility.
  - F. Involvement of Women and Minorities:** Please see page 7(a) for further information on this criterion.  
*Discussion of this criterion is not subject to the five page limitation.*

**PLANNING APPLICANTS: In addition to the six items (A-F) listed above**

(substitute Planning Qualifications for Technical) **PLANNING APPLICANTS SHOULD ALSO ADDRESS:**

- A. Applicant Qualifications:** Describe the current interests and purposes of your organization and their relevance to the proposed planning. Demonstrate that the applicant has the ability to successfully complete the project within the proposed project period.
- B. Project Objectives:** State the objectives of the project, and indicate how the proposed project fulfills one or more of the projects described in Section 2301.4 of the PTFP Final Rules. Describe the potential resources of your community that could be mobilized to provide public telecommunications services and what efforts to date have been made to mobilize them, including all planning and needs assessments already accomplished. Briefly describe what public telecommunications services are already available in the proposed project service area. Discuss the range of alternative technologies that might be pertinent to the proposed planning project.
- C. Urgency:** Demonstrate the need and urgency for the public telecommunication services in question,
- D. Planning Qualifications:** Discuss the planning process, costs, proposed planners and their qualifications. As an attachment immediately following the Narrative, provide a TIMELINE and STEP-BY-STEP PROCEDURE. (Note -- this attachment is not subject to the five page limitation.) This attachment should consist of a procedural design that includes the significant projected accomplishments of the planning effort, along with the dates by which each accomplishment is to be completed. (Examples of such project benchmarks might include: the hiring of project personnel; the achievement of organizational and funding targets; the submission of FCC applications [if required]; and the submission of the final draft report and the completed final report.)
- E. Financial Qualifications:** Discuss the long-term financial plan and justify a local match of less than 25%, if requested.